

## Education Information System Quick Reference

EIS Help Desk	615-532-6215 1-800-495-4154 <i>toll free</i> 615-532-5303 fax  Support Hours Monday – Friday 8:00 – 5:00 CST	State of Tennessee Department of Education Andrew Johnson Tower Attn: EIS Help Desk, 7 <sup>th</sup> floor Nashville, TN 37243-0375  For additional assistance with EIS, please send an email message to: Eis.help@state.tn.us.
Web Resources	EIS Training Website <a href="https://www.eis.state.tn.us/training">https://www.eis.state.tn.us/training</a>  User ID: <b>dst2 or dst1</b> Password: <b>watermelon</b>  <b>TRAINING REGION HAS BEEN REVISED. REFER TO NEW MANUAL DISTRIBUTED IN TRAINING SESSIONS.</b>	EIS Manual & Training Information Website District EIS Contacts, Error Messages, Parallel Timeline, & Listserv Instructions <a href="http://www.state.tn.us/education/sm_menu.htm">http://www.state.tn.us/education/sm_menu.htm</a>  Tennessee School Directory Website <a href="http://www.k-12.state.tn.us/SDE/">http://www.k-12.state.tn.us/SDE/</a>  EIS Website <a href="https://www.eis.state.tn.us">https://www.eis.state.tn.us</a>  Best Screen Views: 800x600 or 1024x768 Minimum Browsers Supported: IE 4.01 SP2 and Netscape 4.08
Quick Tips	<ul style="list-style-type: none"> <li>◆ <b>Wild Card Search</b> – A wild card character, an asterisk (*) or a question mark (?), can be used to match any number of characters when searching for information in a text field on any of the Search screens. Type ? to find any single character, or type * to find any string of characters. For example, t?m finds "Tim" and "Tom"; *ry finds "Jerry", "Mary", "Terry" and "Barry."</li> <li>◆ <b>Viewing District Details and School Details</b> – When accessing detail information for the District or School, a separate browser window is opened that accesses the SDE website. Remember to close the SDE browser window to return to the EIS browser window.</li> <li>◆ <b>Printing Lists with Multiple Screens</b> – When a list contains multiple pages, the paging function must be used to access and print each page. For example, if a list contains three pages, printing from the first page will only result in one page being printed - not all three pages.</li> <li>◆ <b>Viewing Standard Reports</b> - When accessing standard reports, EIS InfoCenter will not be used. Crystal Reports will require selection of the duration (annual, semester or periodic) and the name of the report desired.</li> </ul>	

## How Do I...

### Perform Course Inquiry

1. From the **Menu Navigation Bar**, click **Course**.
2. From the **Course Search** screen, enter in the desired Course criteria.

*Note: Courses taught within a school, district or any course code approved by SDE can be accessed.*

3. Click **Go**.
4. From the **Course List** screen, click on the **Additional Course Information** drop down list box.
5. Select **Course Detail**.
6. Click **Go**.

### Perform Class Inquiry

1. From the **Menu Navigation Bar**, click **Class**.
2. From the **Class Search** screen, enter in the desired Class criteria.
3. Click **Go**.
4. From the **Class List** screen, click on the **Additional Class Information** drop down list box.
5. Select **Class Detail**.
6. Click **Go**.

### Perform District Inquiry

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District Search** screen, enter in the desired District criteria.
3. Click **Go**.
4. From the **District List** screen, click on the **Additional District Information** drop down list box.
5. Select the desired option.
6. Click **Go**.

### Access District EIS Contacts

1. From the Menu Navigation Bar, click District.
2. From the **District Search** screen, click **District EIS Contacts**.

### Perform School Inquiry

1. From the **Menu Navigation Bar**, click **School**.
2. From the **School Search** screen, enter in the desired School criteria.
3. Click **Go**.
4. From the **School List** screen, click on the **Additional School Information** drop down list box.
5. Select the desired option.
6. Click **Go**.

### Perform Student Inquiry

1. From the **Menu Navigation Bar**, click **Student**.
2. From the **Student Search** screen, enter in the desired Student criteria.
3. Click **Go**.
4. From the **Student List** screen, click on the **Additional Student Information** drop down list box.
5. Select the desired option.
6. Click **Go**.

### Perform Staff Inquiry

1. From the **Menu Navigation Bar**, click **Staff**.
2. From the **Staff Search** screen, enter in the desired Staff criteria.
3. Click **Go**.
4. From the **Staff List** screen, click on the **Additional Staff Information** drop down list box.
5. Select the desired option.
6. Click **Go**.

### Perform Licensure Inquiry

1. From the **Menu Navigation Bar**, click **Staff**.
2. From the **Staff Search** screen, click on **Licensure Search**.
3. From the **Licensure Search** screen, enter in the Staff member **Teacher Licensure Number** or **Social Security Number**.
4. Click **Go**.
5. From the **Licensure List** screen, click on the staff member name to view staff licensure details.

### Access Standard Reports – District Personnel

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District Search** screen, click **Standard Reports**.
3. From the **Available State Reports** screen, select **Report Level – District or School** from the drop down list box.
4. Select **Duration – Annual, Periodic, or Semester** from the drop down list box.
5. Select **Period – Fall, Spring, All Periods, or Period 1**, etc. from the drop down list box.
6. Select **Report –**. Choose report from the drop down list box.
7. Select **View Report**.
8. When report is returned to screen, print the report using the **Printer ICON** directly above Report Title. Select option at top of screen, **Select Another Report**, to leave and optimize performance of the reports for another users.

### Access Standard Reports – School Personnel

1. From the **Menu Navigation Bar**, click **School**.
2. From the **School Search** screen, click **Standard Reports**.
3. Select **Duration – Annual, Periodic, or Semester** from the drop down list box.
4. Select **Period – Fall, Spring, All Periods, or Period 1**, etc. from the drop down list box.
5. Select **Report –** Choose report from the drop down list box.
6. Select **View Report**.
7. When report is returned to screen, print the report using the **Printer ICON** directly above Report Title. Select option at top of screen, **Select Another Report**, to leave and optimize performance of the reports for another users

### Print or Download Standard Reports

1. Select desired **Standard Report** using instructions above.
2. Use **ICON** directly above the report title.
3. Select **Printer ICON** –Choose printer options desired.
4. Select **Envelope ICON** – To download the report, select type and save as a PDF or Excel file only.
5. Select **Lightning Bolt** – This is to refresh the report on the screen.
6. Do not use Browser ICONS or FILE PRINT. Must use **CRYSTAL REPORT ICONS** directly above the report title.

## View Error Reports – District Personnel

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District Search** screen, click **Error Reports**.
3. The most current **General Error Report** screen appears.
4. From the **General Error Report** screen, click on **Calendar Errors**, or **School Errors** to view errors for those types.
5. If school errors exist, select a school from the **School Error Report List**, and choose an error type from the **Report Type** drop down box.
6. From any error screen, click on **Previous Date** to view previous day's errors.
7. From any error screen, click on **Block Approval Errors** to view only those errors blocking report approval.

## View Error Reports – School Personnel

1. From the **Menu Navigation Bar**, click **School**.
2. From the **School Search** screen, click **Error Reports**.
3. The most current **School Calendar Error Report** screen appears.
4. From the **School Calendar Error Report** screen, click on **Student Errors**, **Staff Errors**, or **Class Errors** to view errors for those types.
5. From any error screen, click on **Previous Date** to view previous day's errors.
6. From any error screen, click on **Block Approval Errors** to view only those errors blocking report approval.

## Download Error Reports – District Personnel

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District Search** screen, click **Error Reports**.
3. The most current **General Error Report** screen appears.
4. From the **General Error Report** screen, click on **Download All Errors**.
5. From the **File Download** box, select **Save** this file to disk.
6. Click **OK**.
7. To save the file, navigate to the desired folder and type in a file name.
8. Click **Save**.
9. The file is saved in a **Tab-delimited** text format. The file can now be opened in a variety of software packages for analysis.

## Download Error Reports – School Personnel

1. From the **Menu Navigation Bar**, click **School**.
2. From the **School Search** screen, click **Error Reports**.
3. The most current **School Calendar Error Report** screen appears.
4. From the **School Calendar Error Report** screen, click on **Download All Errors**.
5. From the **File Download** box, select **Save** this file to disk.
6. Click **OK**.
7. To save the file, navigate to the desired folder and type in a file name.
8. Click **Save**.
9. The file is saved in a **Tab-delimited** text format. The file can now be opened in a variety of software packages for analysis.

## Error Severity Codes and Descriptions

Severity Code	Severity Name	Severity Description
10	Warning	Display message, may or may not require corrective action
30	Conditional	Invalid data field stored conditionally; must be corrected
70	Deficiency	Staff or Class problem; must be corrected
80	Fatal Field Error	Data field not stored but remainder of extract record stored; must be reviewed
90	Fatal Extract Record	Entire extract record not stored in SDE database
91	Fatal Extract Batch	Entire extract transmission file not stored in SDE database
92	Approval Blocked	Information stored, but contains or caused errors that will block report approval; must be corrected

## Print Error Reports

1. From the **Menu Navigation Bar**, click **District** or **School**.
2. From the **District** or **School Search** screen, click on **Error Reports**.
3. Access the desired error report.
4. From the browser menu bar, click on the **Print** icon.

## Perform a Student Problem Enrollment Inquiry

1. From the **Menu Navigation Bar**, click **Student**.
2. From the **Student Search** screen, click on **Student Problem Enrollment Search**.
3. From the **Student Problem Enrollment Search** screen, enter in the desired Student criteria.
4. Click **Go**.
5. From the **Additional Student Info** drop-down box, select **Enrollment History** to see all Enrollment and Withdrawal information about the student.

## How Do I...

### District Extract Upload Naming Conventions

Example Filename: 48001129R01.EIS

Example Zipped Filename: 48001129R01.zip

Example Special Ed Filename: 48001129S01.EIS

Example Zipped SE Filename: 48001129S01.zip

Source	# of Digits	Example
District Number	3	480
Last Digit of Year	1	0
Month File was Created	2	11
Day File was Created	2	29
Data Type (R or S)	2	R
Sequence Number for the upload for the day	2	01
File Extension	3	EIS

### Extract Upload Preparation Process

1. Create a subfolder on the local area network or local drive.
2. Software will create the header record in the subfolder.
3. Create all of the extract records in the subfolder.
4. Software will create the trailer record in the subfolder.
5. Use a file compression utility program, (WinZip, PKZip), to compress all of the files to be transmitted into one zip file. Use the **Naming Conventions** section to name the zip file.
6. Follow the **Upload Extracts Process** to upload the zipped file to SDE.

### Upload Extracts Process

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District Search** screen, click **Upload Extract File**.
3. From the **Upload Extract File** screen, click on **Browse**.
4. Navigate to the subfolder created in the **Extract Upload Preparation Process**.
5. Click on the zip file created in the **Extract Upload Preparation Process**.
6. Click **Open**.
7. From the **Upload Extract File** screen, click on the **Upload File** button.
8. From the **Extract Upload Results** screen, using your browser's print capability, print the receipt confirmation message.
9. After 30 minutes have passed, view the Transmission Report.

### View Transmission Report

1. From the **Menu Navigation Bar**, click on **District**.
2. From the **District Search** screen, click on **Error Reports**.
3. From the **General Error Report** screen, select **Transmission Report**.
4. If the Transmission Report balances, back up a copy of the folder that was transmitted.
5. If the Transmission Report does not balance, the zip file will need to be corrected and uploaded again.
6. Once data is **transmitted** successfully, and you have viewed the **Transmission Report on EIS** and the record counts balance, **archive** the data in the student management software.

### View 200 Day Accountability Reports

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District Search** screen, enter the District Number.
3. Click **Go**.
4. From the **District List** screen, click on the **Additional District Information** drop down list box.
5. Select the **200-Day Calendar List** option.
6. Click **Go**.
7. All versions of the district calendars will be listed.
8. From the **200-Day Calendar List** screen, click on the **Additional Calendar Information** drop down list box.
9. Select **Calendar Details** or **Accountability Report**.

### Perform Report Approval – District Personnel with Approval Status

1. From the **Menu Navigation Bar**, click **District**.
2. From the **District Search** screen, enter the **District Number** and select **Report Period Approval**.
3. On the **Report Period Approval** screen, all reports that have been created will be shown.
4. If a report has **Block Approval Errors**, this will be indicated and report cannot be approved until corrected.
5. If report can be approved, there will be a **Check Box to Approve** available.
6. Click in **Approval Box** and key **User ID** in appropriate space.
7. Click in **Submit Report**.
8. Report will then show **Approved By** and **District Approval Date**.
9. If any changes are made to the report, a new report will be created and a new **Version Number** will be shown.